

INCUMBENT WORKER TRAINING FAQs

WHAT IS THE INCUMBENT WORKER TRAINING PROGRAM (IWTP)?

The Incumbent Worker Training Program (IWTP) is funded by the Federal Workforce Investment Act (WIA) and administered by the Department of Workforce Services (DWS). Through this program, DWS can provide expense reimbursement grants to businesses in targeted industries/occupations (as defined by DWS) for the purpose of providing skill enhancement training to currently employed full-time workers. Keeping Utah's workforce competitive in a global economy is critical for both the retention of good employees and sustaining of existing businesses.

WHAT TYPES OF TRAINING CAN THE IWTP FUND?

The program does not limit the types of training that will be considered for funding. Training may include industry or company specific skills, technical and computer skills, and "soft-skills" such as leadership, teamwork, and management skills. Keep in mind, however, that the high demand and limited funding for IWTP grants has resulted in a preference for funding training that represents a significant skills enhancement for employees and/or the greatest potential for impacting the company's competitiveness. To that end, companies are advised to prioritize their training needs when requesting an IWTP grant.

WHO IS ELIGIBLE?

All **Utah** businesses or consortiums that have been in operation for a minimum of three (3) years prior to the application date, request training for at least (15) full-time employees, are financially viable and current on all state tax obligations. Funding is limited to DWS specified targeted industry sectors and occupations.

GRANTS AND REIMBURSEMENTS

THE INCUMBENT WORKER TRAINING PROGRAM CAN REIMBURSE WHAT COSTS?

Reimbursable costs are part of the approved budget in the final IWTP grant award and can include those expenses related to specific job training: instructors'/trainers' salaries, curriculum development, textbooks/manuals, and materials/supplies.

WHAT ARE SOME OF THE COSTS THAT WILL NOT BE REIMBURSED UNDER THE INCUMBENT WORKER TRAINING PROGRAM?

IWTP grant funds cannot be used to pay for: capital improvements, or costs incurred prior to the approval date of the application. These types of expenses associated with the training, however, may be included as part of the "company match" to the project in the IWTP grant application budget.

HOW IS THE BUSINESS REIMBURSED?

Businesses submit requests for reimbursement of approved expenses along with evidence of payment monthly. In addition, they also submit basic information on when the training occurred and who participated in it. A reimbursement check is then sent to the business as per terms of the grant agreement. All IWTP grant award contracts require payments to the company to be expense reimbursement and performance-based.

WHAT DOES "PERFORMANCE-BASED" MEAN?

When an IWTP grant award is made, it is for a specific negotiated amount of funds for a specific minimum number of employees to be trained. If the company does not train that number of employees by the end of the contract period, its final reimbursement may be pro-rated to bring its total reimbursement for the project in line with the actual number of employees trained.

WHAT IS THE TERM OF MY IWTP GRANT CONTRACT?

The IWTP operates on a July 1 through June 30 fiscal year. All contracts end on June 30th of the fiscal year awarded. That means, for example, whether your company receives an IWTP grant award on August 15th of 2003 or January 20th of 2004, the training must be completed by June 30th of 2004. Companies have 60 days after the completion of their training to submit all final reimbursement requests and reports.

BUSINESS CONSIDERATIONS

WHAT IS REQUIRED OF THE BUSINESS?

The business must identify in the IWTP application, its contribution ("company match") to the training program. Businesses will be required to provide a minimum of 50% of the requested direct training cost; i.e., instructors' /trainers salaries, curriculum development and materials and supplies. Other cash and in-kind contributions from the company that contribute to the training program should also be disclosed. An in-kind contribution is a non-cash contribution of goods or services provided by the business. Examples include: wages paid to trainees during the training period, equipment purchased to be used in the training project, materials and supplies, curriculum development, facility usage and travel, etc; Once a grant award is received the business must maintain adequate financial records of the training expenses and reimbursements associated with the IWTP grant.

WHAT KIND OF REPORTING IS REQUIRED ONCE A GRANT IS RECEIVED?

During training, quarterly reports are submitted by the business to DWS. The Trainee Information Form includes trainees' names, dates of birth, gender, race, social security numbers, job titles, trainee wages and dates of training. The Cumulative Monthly Expenditure Form shows expenditures for that reporting period as well as to date - this form is used to request reimbursement of expenses. At the end of the project the company will be sent a two-page "Final Report" form to close out the grant. This form allows the company to provide feedback on how its training project went, as well as how the IWTP might be improved.

CAN YOU HELP US FIND EMPLOYEES?

DWS operates Employment Centers statewide, which are available to assist employers in the recruitment and assessment of potential employees. To locate the Employment Centers in your area click [here](#). Training provided through IWTP must result in entry-level job openings at the company, which are then listed with DWS for DWS customers prior to being opened to the general public for recruitment.

TRAINING DELIVERY

WHERE CAN THE TRAINING TAKE PLACE?

Training can be conducted at the business's own facility, at a public or private training provider's facility, or at a combination of sites that best meets the needs of the business.

WHO ACTUALLY DOES THE TRAINING?

Program instructors can be provided through Utah's public or private educational institutions, private training organizations, trainers employed by the business, or a combination of training providers. Private postsecondary institutions and private training providers may be utilized only upon a review that includes, but is not limited to, accreditation and licensure and prior approval by the Department of Workforce Services.

APPLICATION AND APPROVAL PROCESS

WHERE CAN AN APPLICATION BE OBTAINED?

Applications can be obtained by contacting the IWTP specialists at (801) 526-9363 or by clicking [here](#).

HOW LONG DOES THE PROCESS TAKE AFTER THE APPLICATION IS SUBMITTED?

IWTP staff will contact the applicant within three working days from receipt of an application as to whether or not the application is complete. Funding recommendations are generally made within 90 days of receipt of a complete application, unless other action is required.

WHO PROVIDES TECHNICAL ASSISTANCE?

The IWTP staff is available to provide technical assistance throughout the training program—from the application stage throughout contract execution, monitoring and fiscal closeout.

WHAT HAPPENS AFTER A GRANT IS APPROVED?

The company is notified that it has received a grant award effective as of a specific "award date". That means that the company can proceed as of that award date with funded training and will be able to request reimbursement for any associated approved expenses. When a grant award is made, the DWS sends the company a grant agreement (contract) for review, and signature by an authorized company representative. The grant agreement is then returned for the DWS executive director's signature to fully execute the agreement. The company may begin requesting monthly reimbursements once there is a fully executed grant agreement.